

# Employment Opportunities

## JOBS

### **Commitment and Hard Work**

*The successful growth of  
PHC is rooted in the  
individual commitments  
and efforts of our  
workforce.*

*Our theme,  
"Beyond Limitations,"  
happens when  
individuals go beyond  
societal imposed  
limitations, continually  
improving work  
performance and  
delivering value to our  
customers. Our continual  
improvement is anchored  
in quality checks of  
activities and processes  
and on-going training,  
while honoring the work  
accommodations for  
diverse disabilities.*



BEYOND LIMITATIONS™

## **On-Call Clerical Professional CS20 Spokane**

***\*\*This position is made possible through the AbilityOne program  
([www.abilityone.org](http://www.abilityone.org)), and requires that the applicant has a documented disability.***

We are looking for administrative professionals in Spokane, WA with strong MS office skills. The pay for this position; \$12 per hour. The hours are not determined, since this position acts as a substitute for full time clerical staff, filling in for vacations and for sick days.

The successful candidate must be a positive team-player with an eye for attention to detail, efficiency and accuracy. Applicants must be comfortable in a front office environment, with strong computer (intermediate to master level of knowledge of MS Word and Excel) and excellent customer service skills. Must be able to train for and pass Microsoft Office Specialist certification at the Master level. Applicant must also be able to assist in a wide variety of administrative matters. This position also requires a clean driving record, ability to pass a drug screen and a stringent background check.

### **How to apply: Please do NOT reply to this posting but follow the instructions below**

Please submit a completed application to PHCNW. You may also send a resume but we cannot accept it unless it accompanies a completed application. To submit your application, e-mail your materials to the address you will find on our website, or fax to (503) 256-8665. Applications will also be accepted by mail: Please mail to 5312 NE 148th Avenue, Portland, OR 97230

To be considered for this position you must complete an employment application which you will find on our website. Do not email your resume.

If you would like to download an application, you can access one from our website: <http://www.phcnw.com>, click on "CAREERS". Applications are also available at our office. When applying, please be sure to indicate Position #CS20 Spokane on your cover sheet or application.

**PHC Northwest  
is an Affirmative Action,  
Equal Opportunity Employer**

**Please remember when emailing or  
submitting applications to list the  
position which you are applying for.  
One application or resume per position.**

**Portland Habilitation Center, Inc.**  
5312 NE 148<sup>th</sup> Avenue  
Portland, Oregon 97230  
Tel: **(503) 261-1266**  
(800) 874-7917  
Fax: (503) 256-8665  
TTY: (503) 408-3036

**[www.phcnw.com](http://www.phcnw.com)**